# INSTRUCTIONS FOR ENROLLMENT FORM

Open the enrollment form on the Department of Career Education (formerly Department of Workforce Education) web site and save it to your computer.

At the bottom of the screen, click on the FTE Tab.  Enter the center's name, LEA number, and the date.  In the home district column list **in alphabetical order** all of the participating high schools and the local high school LEA number (this will automatically appear on the following pages).

Click on the **one-hour tab**.  In the boxes across the top, list the program of study offered with the program of study number (#) listed first.  **It is important that you list the program of study number (#) FIRST when entering information**.  Use the highlighted information in the list below when entering program names and numbers. The program listing will automatically transfer to the two-hour, three-hour, and verification forms.  **If you operate satellite locations please complete a separate enrollment form for each satellite/campus location.**

Enter the number of students from each high school in the appropriate program of study column.  **(When you move out of the cell, the calculation will occur.)**  Repeat this process on the one-, two-, or three-hour sheets as needed.  The totals will appear on the FTE Summary page.  Save the spreadsheet.

You will have a verification form for each participating school.  The information is automatically filled in according to the data entered on the enrollment forms.  Print the verification form for each school and send to that school.  The form should be checked and signed by the local school official and returned to you.

When you collect the verification forms from your participating high schools, make the necessary changes on the electronic enrollment form.  When the enrollment forms and verification forms agree, e-mail the enrollment form to paula.mcgill@arkansas.gov and fax or mail the verification forms to the Office of Workforce Training.

Mail to:        Paula McGill
                Arkansas Department of Career Education
                Three Capitol Mall
                Little Rock, AR 72201

Fax:            501-682-1501

The Total FTE rows (shaded) are for state office use only and require no action on your part.

The enrollment forms will be used to calculate vocational center aid and will also be used to determine the FTE for each high school.  This figure will drive the pass-thru money to the high school during the following school year.

**ACCURACY ON THIS REPORT IS CRITICAL.**

# SECONDARY AREA TECHNICAL CENTERS
## Programs of Study

| POS# | POS Name |
|------|----------|
| 14 | Accounting |
| 79 | Advanced Manufacturing |
| 16 | Advertising Design |
| 01 | Agribusiness Systems |
| 03 | Agricultural Power, Structural & Technical Systems |
| 05 | Animal Systems (Ag Science/Animal) |
| 70 | Architectural CADD |
| 73 | Auto Service Technology |
| 17 | Automotive Collision |
| 83 | Aviation Installation and Modification |
| 19 | Aviation Mechanics |
| 63 | Banking |
| 56 | Career Communications (AV Tech & Film) |
| 57 | Career Communications (Performing Arts) |
| 47 | Career Communications (Visual Arts) |
| 67 | Child Care Guidance, Management, & Services |
| 20 | Commercial Photography |
| 21 | Computer Engineering |
| 71 | Construction Technology |
| 09 | Consumer Services |
| 23 | Cosmetology |
| 24 | Criminal Justice |
| 64 | Culinary Arts |
| 10 | Dance |
| 26 | Diesel Mechanics |
| 07 | Digital Communications (formerly Desktop Publishing and Multimedia) |
| 52 | Education & Training |
| 28 | Electronics |
| 59 | Engineering CADD |
| 84 | Entrepreneurship |
| 13 | Family & Community Services (FACS) |
| 74 | Finance (Business) |
| 65 | Food Production, Management, & Services |
| 29 | Furniture Manufacturing |
| 30 | Geospatial Technology (GIS) |
| 31 | Graphic Communications |
| 81 | Health Informatics |
| 68 | Health Science Technical Education |
| 61 | Hospitality (Business) |
| 45 | HVACR |
| 32 | Industrial Equipment Maintenance |
| 12 | Insurance and Risk Management |

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|---|---|---|
| 55 | Journalism | |
| 46 | JROTC | |
| 77 | Lodging (Business) | |
| 66 | Lodging Mgmt (FACS) | |
| 33 | Machine Tool Technology | |
| 34 | Major Appliance Repair | |
| 42 | Management | |
| 40 | Marketing Technology | |
| 04 | Natural Resources/Environmental Svc Systems | |
| 06 | Office Administration | |
| 60 | Oracle | |
| 80 | Petroleum Technology | |
| 44 | Plant Systems – Biological | |
| 02 | Plant Systems – Horticulture | |
| 36 | Power Equip Technology | |
| 72 | Pre-Engineering | |
| 43 | Programming | |
| 38 | Radio | |
| 15 | Renewable Energy | |
| 85 | Securities and Investments | |
| 08 | Television | |
| 11 | Theater | |
| 82 | Warehousing & Distribution Center Operations | |
| 78 | Web Design | |
| 69 | Welding | |